

**The Anna Porter Public Library**  
A Member of the Clinch River Regional Library System  
A Service Agency of the Tennessee State Library and Archives

3/16/22

**JOB DESCRIPTION: LIBRARY DIRECTOR**

**Reports to:** Anna Porter Public Library Board of Trustees

**Recommended Qualifications:** Bachelor of Arts (Master of Arts in Library and Information Science or similar is preferred)

**Duties and Responsibilities:** Anna Porter Public Library is a 501C3 (non-profit) organization governed by a Board of Directors. Gatlinburg is a tourist town next to the Great Smoky Mountains National Park with a resident population of approximately 5,000 and supporting approximately 10,000 workers. The Director oversees the general operation of the library by being responsible for the following:

**1. LIBRARY BOARD**

- \* Operationalizes the mission and vision of the board
- \* Helps develop the agenda and ensures materials for all board meetings
- \* Serves as technical advisor to the board.
- \* Prepares regular reports detailing current progress, future needs, and suggested plans for extending service, completes the annual Public Library Survey, The Tennessee Public Library Standard Survey and other reports as request by the Clinch River Regional Library - part of the Tennessee State Library and Archives system.
- \* Provides reports of expenditures to the board treasurer for presentation at regular board meetings.
- \* Recommends an annual budget.
- \* Knows and carries out policy as determined by the Board.
- \* Knows local and state laws and actively supports library legislation and Intellectual freedom in the community, state and nation.
- \* Works with Regional Library and Tennessee State Library and Archives to utilize their services and resources.
- \* Presents a Directors Report to the Board at each regular board meeting.
- \* Participates in board committee meetings.
- \* Participates in performance evaluations presented by the board. These evaluations include 90 day probation, six month and yearly.

## **2. PERSONNEL**

- \* Hire, evaluate and terminate employees.
- \* Responsible for scheduling hours worked, vacation, and sick leave for staff.
- \* Cross-trains staff on essential staff duties.
- \* Develops and mentors library staff and oversees the daily operations including employee tasks and procedures.

## **3. ACCOUNTING**

- \* Quickbooks knowledge is preferred

## **4. PURCHASING**

- \* Oversees materials and supply acquisition.
- \* Coordinate with the Regional Library to purchase equipment and enhance technology services and resources for the public and staff.

## **5. LIBRARY PROMOTION AND PROGRAMMING**

- \* Sets a tone of public service that is apparent to employees, board members, customers, and the general public.
- \* Serves as a representative of the library to the whole community through participation in varied community development activities.
- \* Seeks outreach opportunities with other community organizations, departments and schools for the enhancement of shared values and goals.
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- \* Maintains an active program of public relations and markets the library using all channels available as directed toward the customers, general public, city officials, and social media.
- \* Supervises, plans and coordinates programming for all ages.
- \* Supervises staff assigned to publicity and advertising.
- \* Reports to the board as plans are implemented, in advance of events.

## **6. SMOKY MOUNTAIN COLLECTION**

- \* Supervises selection and maintenance of books and materials as funds allow and as materials are available.

## **7. IN-SERVICE AND CONTINUING EDUCATION**

- \* Meets and oversees continuing education requirements for self and staff set by the Library Service Agreement with the State Library and Archives including attendance at Regional Library in-service and other professional development activities.
- \* Affiliates with professional organizations and attends appropriate professional meetings and workshops.

## **8. CUSTODIAL SERVICES AND BUILDING MAINTENANCE**

- \* Oversees custodial duties.
- \* Conducts regular housekeeping, safety and legal audits.
- \* Reports needed building repairs to the City Building Maintenance Department, as appropriate.
- \* Coordinates emergency procedures with local agencies.

## **9. DONATIONS, ENDOWMENTS AND BENEFACTIONS**

- \* Ensure all donations, endowments and benefactions are handled within a reasonable timeframe and adheres to the gift acceptance policy.
- \* Utilize best practices, including those for gift acceptance, donation recording and reporting, naming opportunities, donor recognition, stewardship, and management oversight for unrestricted, restricted, estate and gifts-in-kind donations.

This position description is not intended to be all-inclusive. The Library Board reserves the right to revise or change position duties as the need arises and reserves the right to change position descriptions, position duties, or working schedules where appropriate and reasonable to accommodate individuals with disabilities. This Position Description does not constitute a written or implied contract of employment.

I have reviewed the position description for the Library Director and certify I am capable of meeting the requirements and fulfilling the duties contained within this Position Description.

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Employee/Applicant Signature

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Date